

ELA TOWNSHIP BOARD MEETING
7:30 P.M.
WEDNESDAY
AUGUST 25, 2004
Village of Lake Zurich Board Meeting Room
70 East Main Street, Lake Zurich, IL.
Approved 10/06/04

1. Call To Order

The meeting was called to order at 6:13 p.m.

2. Board Roll Call: Supervisor Tinerella, Clerk Prouty, Trustees Black, Burch, and Sullivan. Also present was Assessor Hoffman. Highway Commissioner Kruckenberg and Trustee Knudtson arrived late. Also at the regular Board meeting Ela Township Attorney Krafthefer, Senior Director Neuschel and Social Worker Kostner were in attendance.

At 6:13 p.m. Supervisor entertained a motion to enter into Closed Executive Session for discussion of Land Acquisition.

1st MOTION: Trustee Burch's motion to enter into closed executive session for possible land acquisition, seconded by Trustee Sullivan. Roll Call: Trustees Burch, Sullivan, Black, and Supervisor Tinerella all voted aye and the motion carried 4 to 0.

The regular Board meeting reconvened at 7:33p.m.

3. Pledge of Allegiance

The Board led the audience in the Pledge of Allegiance.

4. Public Comment

At this time there was no Public Comment.

5. Approval of July 8, 2004 Meeting Minutes.

2ND MOTION: Supervisor Tinerella's motion to approve the minutes of July 8, 2004, seconded by Trustee Knudtson.

Discussion: Trustee Black had corrections on the 2nd, 3rd, and amended 4th motions on the roll calls being 3 to 0 and should have been 3 to 1 as the Supervisor voted nay on these three motions.

Supervisor Tinerella comments:

Last month before the Board meeting there was a special meeting with a Assistant State Attorney and the reason why the States Attorney was wishing to address the Board was because there were concerns about the way the Board has been conducting business at various meetings this had been brought to their attention by some of the Board's own Elected Officials, by some people in the public, and residents on both sides. This all originated from a meeting that was held with Dartmoor Homes, which

got the States Attorney wanting to talk to the Board. As the results Shannon Castellano, Asst. States Attorney from Lake County gave the Township Board a refresher course on the Open Meeting Act before the July Board Meeting. The Asst. States Attorney reinforced that it is a violation of the Open Meeting's Act to use the Assessor, Highway Commissioner, or the Clerk, or anybody to act as a conduit to facilitate communication between two Board members. When there is a Board of five, 3 is a majority of a quorum, 2 is a majority of a quorum. So literally two Board members cannot talk and unless they are at a meeting last this. Trustee Knudtson clarified the last statement that you cannot talk about Township business. Trustee Sullivan openly admitted to working in this fashion in the meeting and the Supervisor thinks we all learned a little something as the results of that meeting. The States Attorney also said to the Board that when we come out closed session we cannot have these vague motions that say the Board authorizes the Attorney to do as the Board directed in Closed Session, because no one knows what the Board is talking about. Example is the Board directs the Attorney to contract an appraiser to appraise land. Also it was said that these meeting minutes need to be complete and there must be a summary of everything that was said and discussed. And this needs to be objective no picking and choosing what goes in and what goes out. Additionally, the Clerk, Lucy Prouty she is the keeper, taker, maker and keeper of the minutes. And must insure that minutes are a complete summary of all the discussions took place. And this is why the Supervisor has been voting no at the last couple of meetings, as the Supervisor feels that minutes are incomplete and slanted. A prime example is a meeting that was held on June 21st where the Board discussed and voted on the road district budget and the Supervisor spoke for well over twenty minutes on issues, concerns and questions and the Supervisor knows that the Clerk did not do the minutes, they were prepared by Trustee Black. None the less the Board sat at the meeting and voted on a set of minutes that contained absolutely nothing of what was said in that twenty minute time period. The Clerk should of asked for the tape and prepared the minutes and made them complete and plus as a Board should not have voted on them. If you take a close look at the minutes on the Web-site you will see that there much room for improvement. The Clerk has a difficult time summarizing discussion and subsequently you end up with a combination of verbatim sentences to complete omissions. And many times they are slanted and incomplete. The Supervisor could show many examples but thank goodness these meeting are video taped. The Supervisor gave the Clerk her comments on the first draft of the minutes that the Board is talking about approving and the Clerk listened to tapes again and made some of the changes that the Supervisor requested. The Supervisor took the time to watch the complete video and she is still finding complete omissions and the Supervisor still feels that minutes are slanted in some cases and rather than going through the thirteen pages now and addressing these items one by one which the Supervisor would be glad to do. The Supervisor suggested that Board members table the minutes until the September 9th Board meeting so that the Clerk has the opportunity to once again look at what the Supervisor has highlighted. Supervisor Tinerella had a saying to be persuasive, we must be believable, to be believable we must be credible, to be credible we must be truthful.

2nd MOTION: Trustee Burch's motion to approve the minutes as submitted to Board for review, a motion was already made earlier.

More Discussion:

Clerk Prouty stated that most of the suggestions that the Supervisor gave to the Clerk was not said on the tape like the Supervisor wanted them written and that it is illegal for the Clerk to rewrite what was not said.

Supervisor Tinerella used an example of a young Eagle Scout being at the meeting and he was completely omitted in the minutes.

The Clerk said the Eagle Scout was going to return with his program to present to the Board.

Supervisor Tinerella stated that the discussion of leaving early on Friday omitted Trustee Sullivan comments. The Supervisor thinks these are important aspects of the minutes so there is not a slanted view.

The Clerk stated that if the Supervisor had more control of the meetings the minutes would be a lot easier to write.

Supervisor Tinerella stated that we are talking about things that were said in the meeting that are important to what is in these minutes to give someone the real gist of what happened in this meeting.

Clerk Prouty replied that she would stay home and work on the minutes and the Supervisor could cover the Township Office. And as far as when we come out of closed session it was the Township Attorney who advised the Clerk to make the motion, to direct the Attorney to proceed as directed in closed session by the Board. Trustee Black inquired as to what revision of the meeting minutes were we voting on. They were revision #1-8-24-04 after the Supervisor suggestions and the Supervisor still stated they were incomplete.

Trustee Black stated that the minutes were very long (thirteen pages) and they have so much information and the minutes are really suppose to be an overall summary and the most important things that are in minutes are motions and a number of times the things that the Supervisor wanted added were not things that took place at the meeting.

Supervisor Tinerella stated, that was not true and she would like the opinion of Keri-Lyn Krafthefer, Ela Township Attorney. Supervisor Tinerella wanted to know, "if is it acceptable to have complete omissions and slanted meeting minutes by not putting in words that every one is saying about the discussions?"

Ela Township Attorney Krafthefer stated, "Minutes are to include an accurate summary of all the items discussed as well as a clear record on votes that were taken, and they shouldn't rewrite history and shouldn't be slanted towards one side or another. If the Board does not want to include any discussion or comments by anyone, then nobody should have them. It should not be only comments from one person and if you want comments from some it should be from all, but it is up the Board discretion.

One Township that the Attorney knows hired a Court Recorder to come in and transcribe word by word that was said, so there was no confusion and this let the Clerk off of the hook.

The Clerk replied that with every one speaking at once it is hard to hear who is saying what.

Supervisor Tinerella still insisted that she could see people in the video and hear Trustee Sullivan statements on the office hours and they are not in the minutes.

The Clerk stated to Supervisor that she would be home working on the minutes and could she try to cover the office for a change.

Roll Call: Trustees Black, Burch, Knudtson, and Sullivan all voted aye and the motion carried 4 to 1. Supervisor Tinerella voted nay.

Trustee Sullivan asked the Attorney Krafthefer one question regarding the minutes, as long as the discussion is covered in the minutes and other comments are left off because they have nothing to do with and the idea is that you don't have to do the minutes word for word as long as everything is covered.

Krafthefer replied, "That there should be a brief summary of all things discussed and there should not be people coming to meetings and no reference of them not being at the meeting at all and there should be a brief summary of what that person said.

Supervisor Tinerella again brought up the fact that Trustee Sullivan comments on closing the office early on Fridays was omitted and only Trustee Black's comments are in the minutes.

The Clerk stated that if Trustee Sullivan comments were omitted then he should be the one to ask the Clerk to include his comments in the minutes. And the Supervisor had her comments in the minutes about people being angry that Assessor office was closed.

6. Approval of the Board Audit for Disbursements from 7/11-8/11 and 8/12-8/20

Supervisor Tinerella stated that she will be presenting the disbursements in a new and improved fashion. The payroll payments will be prepared separately from the vendor payments. Rather than pay for outside services to process the payroll and vendor payment while the Administrator is out for six weeks, the Supervisor choose to do the work herself. Supervisor stated that it's grueling five weeks but thanks to Will Nightengale our bus driver and the Town Clerk we have been able to keep the ship afloat and to save the Township money.

<u>General Town Fund</u>	<u>\$224,481.49</u>
<u>General Assistance</u>	<u>\$3,732.77</u>
<u>General Road Fund</u>	<u>\$10,381.30</u>
<u>Perm. Road Fund</u>	<u>\$50,712.68</u>
<u>Park Maintenance</u>	<u>\$7,676.36</u>

Total of all Funds **\$296,984.60**

3rd MOTION: Supervisor Tinerella's motion to approve the audit 7/11-8/11 and 8/12-8/20, seconded by Trustee Burch

Discussion:

Assessor Hoffman had questions about a check under the Assessor's division-check # 24120-\$76.95 to Office Max was not submitted by the Assessor's office. The Assessor would like to see the receipt as her office does not use ink cartridges for any thing. This scares the Assessor as she has not been looking at these bills as closely as she should have been over the years. The Assessor also sees a credit for \$4.00 not billed yet and would like to know where is this credit to go, and where will it be credited to? The Assessor went on to say "that on the payroll she has never seen anything so horrendous as the Chief Financial Officer would actually put in an arrow under all the checks written and telling us to move everything up in the column and this is from a C.F.O. The other concern on the payroll is that it doesn't tell you just what to move up is it the first five columns or one column. The Board signed an Audit from 7/10 to 8/11 and there are checks in this final audit that were not approved in the first audit and now they are approving them again and the Assessor did not understand when she found three payments that were not on any audit and the Supervisor said that she was adding them on this audit and you physically added them on to last month audit."

Supervisor replied that these bills were in the totals that were just read.

The Assessor stated that these were not disclosed to the Board members in the audit.

Supervisor stated that the Board could come in the office and pull any of the bills that they needed to see and review.

Trustee Black stated that she has come into the office to look at statements and have been told that they are not in yet or not available.

Supervisor replied that Trustee Black was always looking for the credit card receipts.

Trustee Black stated that she looking for everything not just the credit card statement. Trustee Black also wanted to make a comment on the Board packets, that the Board has the responsibility of approving expenses and that task is made very difficult when the Board is given various lists of expenses with different dates and also with over lapping dates. Some expenses on one expense list, and others being completely omitted from the other lists. To add to the confusion some expenses are given different names and sometimes on the same page. Confusion is further increased when some expenses are duplicated on some items listed and have an empty line for the dollar amount with a hand written arrow pointing upwards. The Board should insist on getting a complete report and it is not acceptable to be given this information in dribbles and drabs a short time before the meeting.

Supervisor Tinerella replied that this is the way it has always been done.

Trustee Black stated that in a number of instances it still contained errors. The Township needs to prepare a packet once a month and after three and half years of

doing this the Board should expect that it done right. Trustee Black asked Trustee Sullivan if in the past, did past Supervisors have a problem with putting together expense accounts for the packets? Trustee Sullivan answered no.

Supervisor Tinerella said that past Board went right up to the board meeting dates and you wouldn't get a packet seven days in advance and a second Board audit like this Board has been getting for the last three and half years. The Supervisor stated that she is following the policy that was outlined for the Township.

Trustee Black replied no we are not. When she reviewed the expenses described in the Board audit report, she found that the Supervisor's description are often misleading, for example, it will say Ela Township Board Audit report for 7/11/04 to 8/23/04 on page 8, General Road Fund Check # 24165 vendor Elan Financial Services 7/20 Joey's pizza –training \$304.91. This surprised Trustee Black so she called up the Highway garage and talked to the secretary and was told that this includes the bill for Lake County Township Officials gathering, of \$116.06 as well as an expense that was separately submitted for the meeting which \$90.69 and another separate bill for Office Max and postage of \$90.70 and all this was put together and the transaction description was 7/20 Joey's Pizza training. This just adds to so much confusion that we keep on having. The second problem is reoccurring expenses have different description:

- a. Ela Township Board Audit Report from 6-10-04 to 7-10-04
Page 9, Permanent Road Fund, Check No. 23900, vendor: Commonwealth Edison, Transaction Descript: June Street Lighting \$693.04
- b. Ela Township Board Audit Report from 7-11-04 to 8-23-04, Page 9, Permanent Road Fund, Check no. 23979, vendor Commonwealth Edison, Transaction Description: Acct#01410042009-Street Lights, \$693.04.
- c. Page 9, Permanent Road Fund, Check No. 24164, Vendor Commonwealth Edison, Description, Street Lights For unincorporated Areas, \$693.04

In addition to being described differently, Items b and c are for the same bill –a double payment and a. was paid last month.

Supervisor Tinerella stated that this was the same bill and you might want to look at the invoice. There is approval to pay the bill for \$1300.

Highway Commissioner Kruckenberg stated that the previous month bill, that they never received the check in time.

Trustee Black also found out from the Highway Department that when they do supply the Supervisor with information for the audit report, that information is not even included in the audit report-so the audit report we receive is incomplete, for example: Permanent Road Fund, Check #24151 To E.O Reed, P.E.PLS, Description- 7.5 Hrs Eng Time-Anna Ct, Drainage 1,360 this is on page one of the bill submitted by the Highway Dept. also submitted was page 2- but, page 2 of the bill for \$1,462.50 for Hawthorn Woods Water main Project was not included- the Supervisor did not write a check for this bill which was properly submitted. And Trustee Black has copies of these bills.

Trustee Black would like to approve all of the other expenses but not the following checks: Numbers: 23979, 24164, 24165, 24179, 24099, 24035, 24072, 23926, 23929, 23939, put these check on the side until the Board can receive answers for them. This is so the Board does not two checks written up for the same bill. Assessor Hoffmann asked Trustee Black to please omit Check # 24120 on the Assessor's expense account as this bill was not submitted by the Assessor office. Assessor Hoffman stated that she was not at last month Board meeting (legally she is not required to be at meetings) but in the audit there was a payment made for \$192.92 out of the Assessor budget and by law monies are not supposed to be removed unless authorized by the Assessor and she authorized this payment on July 14, but it was taken out last months budget.

Trustee Black had questions about invoices for an individual who has been working for the Township. The Board was told by the Supervisor that the individual was needed to do office work while Nora was away-but he is not doing office work he is working in the garage instead. The Board should authorize the work, the work should be done and then the work should be paid for. Trustee wanted to know why check #24179 for T.J. Adams Group LLC. Replacement check-they lost the check for \$2225.00 why wasn't this check cancelled?

Supervisor Tinerella replied that the T.J. Adams Group accidentally shredded the original check and there was no need to cancel the check.
Assessor would like a complete corrected version of the payroll, because she is not going to cut and paste or figure out where the arrows start or stop.

Trustee Knudtson wanted to know what was the Supervisor reasoning for not canceling the check.

Supervisor Tinerella replied why pay twenty dollars to cancel a check when we know that it was shredded.

Trustee Black inquired about all the payments to the Loar Group Ltd. for sod and mowing.

Supervisor Tinerella stated that this was work that was approved by the Board and asked Trustee Burch to explain what work was done.

Supervisor Tinerella and Trustee Burch withdrew their motion to approve the Board audit. The audit will be corrected and resubmitted at the September 9th, 2004 Board meeting.

7. Monthly Updates from Elected Officials (Township Supervisor, Clerk, Assessor, Road Commissioner and Trustees) and Department Heads (Social Worker, Senior Center, Youth Center and Bus Services)

Supervisor's Report

1. Financials: Have a backlog on data entry to do, because we do not have our bookkeeper back and the Supervisor has not entered any deposits or adjustments as she is only doing bare bones payment and payroll until the Township's administrator and bookkeeper returns on Wednesday of September 1st. The Supervisor chose to do the work herself rather than outsourcing the work, mainly to save money, and an opportunity to test drive the new software.

2. The Supervisor stated that Township is starting to receive some debt that is owed to the Township and she going to put this debt into miscellaneous income line, so if you are following alone on the income statements for the General Town Fund. Basically this goes back to the Grever case where the Judge ordered him to pay back the \$200,000 and he is on a payment plan that will take over 333 years to pay back at \$50.00 a month.

Trustee Sullivan asked legal council if he could make a motion to have that money directed to a different fund.

Supervisor Tinerella stated that it had to be returned to the fund that it came out of such as General Assistance.

The Attorney stated that normally you would be able to transfer by a resolution if there is a specific fund that Trustee Sullivan would like it transferred into.

Trustee Sullivan stated he would like it transferred into the Land Acquisition line.

Supervisor answered that land acquisition is part of the General Town Fund.

Trustee Sullivan would like it specified for that particular line item.

Supervisor stated that there is not an income line and it doesn't matter as this is all in one big fund and the Township would have to redo the budget.

Trustee Sullivan still wanted to designate this money to Land acquisition.

Supervisor Tinerella stated that if Trustee Sullivan was looking for more money for land acquisition that he Township should increase the line item for expenditures for land acquisition. Where the money is now will help to accomplish what Trustee Sullivan is trying to do now.

3. Supervisor Tinerella has had increased activity for financial assistance program. There are still two people on General Assistance program receiving \$333.00 per month for rent assistance while they are awaiting their approval for social security disability payments. The Township Social Worker is assisting one of them with that process to obtain SSD approval. Also have had a couple other persons ask for and qualify for emergency assistance- this is when a person has a life threatening situation and the Township can step in help. Several months ago the Supervisor changed the dollar amount to \$740.00 for a family of one. A person can qualify for this emergency \$740.00 once a year only. There is also the Salvation Army check book to help others with utilities, gas and prescriptions. The Supervisor will continue to promote these services in the September Newsletter. The Supervisor is also making plans to deliver presentations to all the Villages about the programs that Township has to offer. Supervisor stated that it would be great if the Social Worker worked with her and others on the Board to develop a brochure that summarizes all the services that the Township can provide in regards for Financial Assistance to Township residents.

4. Supervisor gave a presentation to summer school students on local government.
5. Supervisor received information from the C.P.A. firm on how to go about placing values on the road district infrastructures so it can be GASB34 compliant by April 2005. The Township will need to bring onto the asset books all the value of all the roads and the culverts. When the Board took office three years ago all that was on the books was cash assets. There was no place noting buildings and equipment that Township owns.
6. Supervisor Tinerella stated that the new Insurance plan is working well and anticipate a saving of \$20,000.
7. The Township has more calls for community service hours than the Supervisor can find work for.

Trustee Black at this time wanted to address the hand written comment regarding legal fees that appeared in the Board packet on this agenda item.

“The issue referred to by the Supervisor was created when the Supervisor issued a check for expense and the Board voted not to authorize payment for that expense. A review of legal bills reveals that the first inquiry to the attorney was made by the Supervisor on July 12, 2004. A week later, on July 19, 2004, the Attorney sent an e-mail to the Trustees trying to explain the payment. That explanation raised additional questions which triggered Trustee Black’s response.

The Supervisor’s personal opinion written on e-mails should not be part of the Board packet material. Including personal comments on the Board packet material is not something that should be repeated in future packets.

The selective use of information being included in the Board packet is a disservice to the other Trustees and the public.

The legal fees were initiated by the Supervisor and for acts done by the Supervisor, and it is misleading to try to blame someone else for the situation.”

Supervisor Tinerella stated that what Trustee Black was referring to was the check (\$100.00) that was issued to someone who was helping out at the office when the Administrator was on vacation. The Board voted to have the Supervisor pay this employee out of her pay check. Legal council was contacted and the Board was advised that this was illegal.

Assessor’s Report

The Assessor would like to ask the Board that the Supervisor (CFO and CEO) has stated many times tonight that the administrator (bookkeeper) is not working that she is out, and she has received two full pay checks and as a taxpayer the Assessor would like that clarified.

The Assessor’s office is currently working on the sales ratios report. The sales used for the report are those that occurred in 2001, 2002, and 2003. The Assessor hopes to close the books in mid to late September.

Lake County Homeowners who currently receive a Senior Homestead exemption on their tax bill are no longer required to reapply for the exemption on a yearly basis. First time

qualification for Senior Homestead exemption still requires application before a senior citizen qualifies for the automatic renewal.

The Assessor stated that at last month's meeting the Supervisor referred to several employees from the Assessor's office went to Lisle for a seminar and spent several nights. The Supervisor is wrong several employees went to Lisle for exam classes. They often stay over to insure a successful educational outcome.

The Assessor stated that the Supervisor and staff have spent numerous nights in hotels in Rockford which is a similar distance and she went for seminars not test courses.

Highway Commissioner's Report

The Highway Commissioner report will be attached to the back of the minutes.

The Highway Commissioner read a report on the bus service this will also be attached to the back of the minutes.

The Highway Commissioner stated for the record, as of this time, two and half months after he wrote to the auditors, with no response, I made a few phone calls, set up an appointment to meet them. They did not show up for their appointment nor did they call. As of this date, he has not heard one word from them. He does not know where the Township stands regarding GASB34. He wants to make his self clear. He has tried to contact the Auditors, so at the end of the year when they need the information to close out our books, and he does not have time to give it to them do not blame the Highway Commissioner. The Highway Commissioner feels that these auditors are very unprofessional. They cannot respond to a letter, phone call or keep appointments. The Highway Commissioner does not understand why the Township is wasting money on a form like this.

Supervisor Tinerella asked if the Highway Commissioner had other colleagues in other Townships that could share this information with you.

The Highway Commissioner replied that some of the other Townships their auditors have met with them and some say there is nothing to it and others say it's complicated. This is why the Highway Commissioner has asked the Auditors to meet with him.

Trustee Sullivan stated that if the Auditors do not answer the Highway Commissioner inquiries than they have no business working for the Township. And the Township should get somebody that does answer.

Trustee Burch requested that these auditors show up at next months meeting and explain their reasons for not answering.

Supervisor asked the Highway Commissioner if he received the letter she forward to him about the Auditors preferring to deal with one person at the Township.

The Highway Commissioner stated to the Supervisor that she can handle the GASB34.

Supervisor said she would get what ever information she needed she would ask the Highway Commissioner for.

The Highway Commissioner said how can you get the information from him if he does not have it from the Auditors.

Trustee Knudtson stated that the most important thing is to get on with the business of GASB34. and get the Auditor into the Highway Commissioner office this week and put on the agenda for next month to review future accounting firms, that the Township can work with for discussion and action.

Trustee Burch stated that we are not talking about a problem with paperwork but a problem with common courtesy and the fact that this Board has entrusted them with a service and they are not providing it and they should be given an opportunity to explain their deficiencies and if the Board feels that it is necessary to replace them than so be it.

Supervisor Tinerella will be the one to contact the C.P.A firm and have them answer why the Township does not get the immediate service that we are paying for.

Committee Reports

Finance- Trustee Sullivan-was going to bring in peoples on what can done on open land but until the situation done he has no more to say.

Social Agencies- Trustee Knudtson

No report at this time.

Parks-Trustee Burch

1. Having trouble with vandalism at the parks. Have had suggestions on closing the gates at dusk. He feels that the police can patrol the parks. The problem of closing the parks at a certain time is unnecessary and posting a sign with closing time would be enough. Once the sign is place there the police can enforce violators.
2. The lighting at Lions Park is installed. This light does light up the play area and the common walk.

Youth and Family Services- Trustee Black

1. Had a nice meeting with the Red Hat Society.
2. Information on the Pace bus program will be given later by the Highway Commissioner.
3. Information on the Social Work program will be given later by Susan Kostner Ela Township Social Worker.

Senior Director- Sue Neuschel

1. Main thing was to invite the Board to the Brit concert this Sunday and to encourage people to bring can goods and she hoped to see everyone there.
- The Senior Director report will be attached the minutes.

Social Worker- Susan Kostner

The Social Worker handed out her Social Worker Policy.
This Policy will be attached to the back of the minutes.

1. The month of July she has had a lot of direct service with people.

2. The word is out that she is at the office, but as yet she does not have a sign (has one outside but not inside) saying that she is the Ela Township Social Worker and people are still wandering down and coming into her little room. The seniors are getting to know who she is now and they are starting to come to her with issues that they have.
3. Today she went with Matt the Youth Director, because Youth program is starting up for the school year and would like to get a team building skills group at least once or twice a month.
4. Will concentrate on making herself visible around the YMCA, so senior citizens and the youth are aware of who, she is and will feel comfortable in approaching her.
5. The papers that she handed out are the new Social Worker Policy. The first page is her duties and referral process and the second page is an informational hand out that will evidently become a brochure.

Trustee Burch asked the Social Worker if she had delivered a copy of her policy and pre-brochure to the police department.

The Social Worker had not. She is presently in the process of a letter to the police department and she will include this and this would be something that they could hand out.

The Social Worker has seen a woman of Domestic violence and she will be exploring two different courses of help. Safe Place and ECC. It would be very beneficial to take these courses.

Supervisor thinks if a brochure is made it should include all social services.

The Board intentions are still to keep this service free.

The Social Worker will be putting up a sign listing her hours as she is very flexible and she is not a 9 to 5 worker.

She has talked to the YMCA and they are tracking down her sign for the inside office. The Social Worker has been helping fill out the forms and she stated that it would be helpful if someone other than herself could help the people fill out on line instead of taking home the paperwork as it can be very overwhelming.

Youth Director- Matt

This report will be attached to the back of the minutes

1. Been marketing the Youth Center all Summer
2. Got the Bus issue dissolved as of September first each student will have picture identification and can ride the bus every day.
3. Will Encourage the kids to use the exercise equipment
4. Had seven kids today.

UNFINISHED BUSINESS

8. Township Social Worker-identify the unmet social service needs in the Township- discuss methods to meet those needs and associated policies/procedures to implement program-identify a method to outcomes to measure program performance

Trustee Burch would like to table this agenda item until later as not to put pressure on the new Social Worker.

Supervisor Tinerella stated that the policy that was handed out covered this agenda item very well.

9. Climbing Wall on Township Property next to Lion's Park- consideration and possible action modify the wall to insure it is safe and there are no liability issues

Trustee Burch stated that an error was made in the selection of the materials used for the climbing wall.

The Eagle Scout prepared a letter about the comments he has heard about his climbing wall.

He will be making a change in the wall. He is asking for an additional \$450.

This breaks down: Box of thirty foot pads -\$225 – 5 -3/4 inch treated plywood for the back side-\$35.97 a sheet- (total \$185.00) and hardware to install them at \$16.00. This would then be a 360 degree framing wall. This wall is not finish and as far as safety this wall is no higher than the jungle gym equipment in the park now. There is insurance to cover this and Trustee Burch feels that we have done a disservice to criticize this young man project by saying this is an eyesore and that people in the Lion club is complaining about it. The lion people that Trustee Burch talked to question it and wanted to know what exactly it was. Last night he saw eight kids climbing on the wall and enjoying it.

This Eagle Scout has been having trouble contacting the lady that was going to donate the foot holds and the Eagle had to use his own money.

Trustee Burch would like to suggest that the Township reimburse the Eagle Scout \$225.00 that he paid for foot pads.

The wood will be replaced and there will be no splinters. The plywood can be used for shelving in the lending closet.

No motion was needed just bring in the invoices to Township office.

NEW BUSINESS

10. Ela Township Bus Service for Countryside Association Clients/Ela Township Residents-Resident/user requesting opportunity to address Board about interruption of service due to Township shortage of bus drivers and the elimination of funding for Countryside Association in the FY04/05 budget

Supervisor Tinerella stated that the Township was short a couple of drivers due to various reasons and the Township was assisted by Countryside Association for several weeks to help get three persons that would normally ride the Township bus to work. The Supervisor thinks that all is fine now as there is a new bus driver starting to

pick up these three people and we at this time have a resident in the audience who has asked to be on the agenda.

The Highway Commissioner corrected the Supervisor on that there were fifteen not three.

At this time Marge Goglin and daughter Kimmy had some questions and concerns for the Board.

1. Three persons received a letter stating that they would have to make alternate arrangements and that they were very fortunate that Countryside stepped in and was able to include them on one of their vans. She is here to speak on behalf of her daughter Kimmy and Marge Goglin has been before this Board in regards to funding issues for Countryside and The Center for Enriched Living and Kim has come with her mother and this who has been misplaced she has a face and name.
2. Marge Goglin was very upset at the way this situation was handled: a. Kimmy comes home with a letter that the bus driver handed her. B. next week due to unfortunate circumstances you will have to find alternate transportation to and from Countryside for your son or daughter and this will become effective on the 29th and until that day all buses will run as usual. Beginning July 28 only two buses will be running and if any time this should you will be contacted.
3. This left them in a lurch and she does not think that it was handled very well.
4. And you have people riding this bus that need to ride it.
5. They are going from home to a place of employment and this is what gives them value and meaning.
6. They would have taken Kimmy personally but the problem was bringing her home in the afternoons, this was the issue.
7. As the result of the bus situation she discovered that Countryside funding was cut.
8. At one time you funding almost \$18,000 a year
9. Last Year they received \$12,000
10. This year nothing.
11. What is the reasoning for this?
12. She did correspond with a couple of Trustees and the Supervisor on this.
13. She was sorry that she didn't hear from Dr. Knudtson the Chairman of the Social Agencies.
14. There are 48 residents of Ela Township and she would like you reconsider funding Countryside as you did in the past and she would even like to ask you to give them more.
15. There is 250,000 in your budget for the senior activities, what about Countryside?

Trustee Knudtson responded that during the meeting the discussion was something that should not affect your services and have your services changed. With regards to the funding of Countryside, we funded them previous in two ways, one was charitable contribution and one was the bus service and the bus service we voted to continue. The charitable contribution was voted to discontinue.

Marge Goglin asked why can't Countryside be funded as it us to be in the past don't you think that these 48 residents deserve it?

Trustee Knudtson replied as a Board that they had decided to stop giving charitable contributions and to use the Social Agencies funding for those groups that would have services that the Township would receive without funding.

Supervisor Tinerella suggested a solution of reducing the subscription rider fee to \$1.00 instead of \$2.00 a ride and then Countryside would receive funding of \$10,000. Because every month the Township receives a check from Countryside for about \$22,000 to \$24,000 based on \$2.00 a ride. With 8 months left this year this would be like \$8000.00.

Trustee Knudtson stated that this might be better for a committee meeting and he wanted to leave Ms Goglin with is that our statements regarding what charities we would donate money to was not based on merit and we never gave money to anyone that we didn't feel had merit and what was decided was charitable contribution giving money that we didn't receive anything for back would be discontinued. What was decided was if we were go to give money to a charitable group then we were liable and responsible to give to every group so we changed our policy of funding on a merit base to a procedure of based upon unique services that would not provided to Ela Township Residents without that funding. So we don't give charitable donations at all and it is probably not legal for tax dollars to be used for charitable organizations and we have to use our tax payer's money for services that are unique.

Mrs. Goglin wanted to know what was the Township going to do for Kimmy if there was no Countryside? And the Township did not even notify Countryside that you were not going to fund them even after they submitted their grant request and it was written in the paper also. And now you have changed your policy and if I would of known about this I would have been here before you and I guarantee that I can have other parents here also. If you are giving monies to other organizations, food pantry, Emmaus then I think you should reevaluate Countryside, especially when it resides in your Township. Countryside is servicing 48 residents and giving them a place to go every day and it is a non-profit Organization and she is sorry that she just does not see any justification of why the funding was cut.

Trustee Black wanted to do an overview of what happened to create this situation with Countryside it was create when a driver required medical leave and, at the same time, another driver resigned unexpectedly. The driver who resigned has now been replaced and having another driver will help until the driver returns from medical leave. She understands that the situation at Countryside was temporary and that the staff at Countryside made arrangements so that all users were able to get where they needed to go while the Township was short a driver. There never was any interruption of service. With respect to funding, the Township Board has many requests from worthwhile agencies and groups that can be satisfied. In reviewing all the requests this must make difficult decisions on how to allocate scarce resources. Many funding decisions resulted In disappointments for the groups that got nothing or less then they requested. When making these decisions she as a board member weighed what services would deliver the most good. Heart defibulators which were purchase for the fire Department could save lives. Funding of the Social Worker who services are available to all Township residents.

So when resources are limited, the Township Board must choose among many needs, not all of which can be filled, and also the Township has long term needs such as what to do when the YMCA lease is over. With this need Trustee Black is in favor of going forward on land purchase.

Trustee Black really wished that there was enough revenue to do more for Countryside and your daughter Kim. As the Highway Commissioner will explain the Pace services for Countryside costs more than the price of the amount being charged. Trustee Black supports the continuation of the subsidy. Countryside was not forgotten in the budget. The Township charges Countryside users \$2.00 per ride-the cost of the ride to the Township-ranges between \$3.30 and approximately \$5.00 depending on the number of users in a given month. This results in the Township subsidizing the bus service to Countryside in the average amount of \$53,000 per year. As it turns out Countryside receives the largest amount of financial support from the Township.

Mrs. Goglin stated that this was wrong as the Township receives money back from Pace for these riders.

The Highway Commissioner has a letter that he will get to Mrs. Goglin. This is after he took all the riders starting in January for Countryside and up to July and then average it out after the monies come back from Pace and this is over and above because everybody knows that our budget does not break even so there are expenses in there at the end of the month and you know for fact that it is costing the Township about \$180,000 to run the buses after the reimbursements from Pace and the riders. The bus to Countryside on an average to date is \$4421.000 so at a yearly average it would be approximately \$53,000 over and above what we receive from Pace to run those buses to Countryside.

Mrs. Goglin replied, are you saying that it cost \$90,000a year even with the money from Pace even if you are being reimbursed from Pace of \$53,000 a year.

The Highway Commissioner replied that all that reimbursement is not only for Countryside but that it covers all the bus services. And the figure we get back from Pace is roughly \$30,000.

Mrs. Goglin and the Supervisor stated that was not the figures that they received from Pace. How come in the newsletter you stated that it costs \$2.12. And after being on the school board she does know that budgets can be reopened. Where can she address this to?

The Highway Commissioner stated that was for only one month average. Some months it averages about \$8.00 a ride.

Supervisor said that if it wasn't for Countryside there would only be one bus.

Trustee Burch stated to Mrs. Goglin that she is blessed to have Kimmy. And he felt that between the Highway Commissioner and Pam Saubert they made sure that busing was taken place as usual. We have compassion for you as you should have compassion for us.

Mrs. Goglin said that the bus issue is resolved and she would like to come to the next Social Agency Committee meeting and try to convince the Board to replace the funding that was taken away from Countryside.

Supervisor Tinerella offered to put this back on the agenda next month if the Social agencies committee was not going to have a meeting before then. And this was all she could do.

Trustee Burch told the Supervisor to stop making the Board look bad as Trustee Knudtson was a responsible man and he would call his own committee meetings in due time.

Supervisor Tinerella stated that she would like to revisit the funding issue again.

The Assessor stated that it was the Supervisor who suggested that the Board cut Countryside because the Township supplies the buses.

Trustee Burch replied to Marge Goglin, that Dr. Knudtson theory that he explained to the Board was that we were cutting in areas that without our funding those services would still be provided by other people or the agencies and your example with Kimmy proves his point was correct and at no time was service to Kimmy cut off and you are an excellent Mom in my book.

11. Social Agency Funding Contracts-consideration and possible action to approve the verbiage in item#2 in the contract (i.e., services provided in exchange for cash funding for FY04/05)-OMNI, SRALC and Emmaus House

3rd MOTION: Supervisor Tinerella's motion to approve the contracts for OMNI, SRALC and Emmaus House, seconded by Trustee Knudtson. Roll Call: Supervisor Tinerella, Trustees Knudtson, Black, Burch, and Sullivan all voted aye and the motion carried 5 to 0.

12. Seal coat and Stripe the parking lots at Knox and Knigge Parks- consideration and possible action to approve work to be done in September

4th MOTION: Supervisor Tinerella's motion to approve Swenson to Seal Coat Knox Park for 4525.00 less the striping and Knigge Park for \$1372.00 less the striping and Trustee Burch will work with an Eagle Scout to do the striping, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Burch, Knudtson, Black and Sullivan all voted aye and the motion carried 5 to 0.

Trustee Burch informed the Board that Ela Township's parking lot was in violation for having white parking stripes instead of yellow stripes for commercial property. Supervisor Tinerella will contact the Village of Lake Zurich and get the Ordinance on the correct color of stripes for the parking lot.

13. Water Cannon consideration and possible action to purchase a watering device for use at Knox Park for sports playing areas that do not have irrigation watering systems

This agenda item was tabled because of lack of information.

14. Public restrooms at Knox Park-consideration and possible action to replace fixtures and open facility to users during practice and games only

This agenda item was tabled until the next Board meeting in two weeks.

The Supervisor would like Trustee Burch to consider having a park committee meeting to address these two items.

15. Joint Meeting VLZ Park Committee & Township Board- consideration and possible action to schedule meeting for Tuesday October 19th at 6:30

Supervisor Tinerella that the Park committee has invited the Township Board to sit down with them at their next meeting in October and hear more about their master plan and the status of their park projects and review the findings of what VLZ residents expressed in the survey that the Village sent out.

This agenda item was removed from this agenda for consideration at a later date.

16. Oktoberfest- consideration and possible action to provide funding for 39th Annual LZACC Scholarship Auction and general Sponsorship of Oktoberfest.

Supervisor Tinerella stated that the Chamber of Commerce of Lake Zurich has for the Township for funding for the Oktoberfest to sponsor the event and the scholarship auction. Supervisor Tinerella would like a motion to be a feature sponsor for \$2000.00 and use this opportunity to promote the after school Youth drop in center at the YMCA and the new social services program. Plus, provide another \$300.00 for the scholarship auction.

Trustee Black stated that the Township Board did not budget to make contributions for the Chamber of Commerce's Oktoberfest. The Township has more requests that we have money for. As much as she would want to contribute to a scholarship fund, she does not think this is proper expenditure for the Township. This event is not something that should be supported by public dollars.

Trustee Burch stated that this is a fun event, but after listening to Kimmy Goglin's mother tonight that it would be a betrayal to himself to approve this item.

Supervisor stated that there is a lot of money in the budget that can be shifted around to be able to fund other things.

No motion was made on this item.

17. Freedom of information requests-consideration possible action to establish fees for documents copies produced in response to their requests.

Supervisor Tinerella stated that it costs more money to process the couple of dollars check/cash through the system then the payment is for.

Trustee Black needs more information from the other public bodies on what they charge before acting on the FOIA issue.

Assessor stated that it is the cost of assembling all this information.

Trustee Burch's stated that he would get the price list from the Police department and bring it to next month meeting.

There was no motion until more information is obtained. This will be tabled until next month.

18. Elected Officials-initial discussion about compensation packages for all elected officials for the next term beginning in May 2005-Election is in April for all 8 elected Officials

This will be tabled due the late time of the meeting.

Supervisor Tinerella thinks this should be added on a Financial Committee Meeting.

Trustee Sullivan said he will have one in the future.

19. Trustee Vacancy and Replacement for remainder of the term (until April 2005)-consideration and possible action to fill one potentially vacant position due to residency issue.

Supervisor Tinerella suggested that this agenda item will be tabled.

20. Referendum on November Ballot-consideration and possible action to add an advisory question pertaining to the Township's plans to purchase a large parcel of land and construct a building for a community center/senior center/office space.

This agenda item will be tabled as special Town meeting of the electors will be scheduled.

21. September Newsletter-identify topics for key articles, assign authors and review timeline/procedure for submitting/approving layout/content-approve final PDF to go to print at September 9th Board meeting.

Trustee Black stated that the board recently confirmed its policy that all articles are to be submitted in advance of the Board meeting so that the newsletter articles can be included in the board packet for review at the board meeting and any changes thereafter would be authorized by the chair of the Youth and Family Services Committee.

Supervisor Tinerella replied that the newsletter should come to the board in a finish document like it does in most Townships and the Board votes on the finished document.

Trustees Sullivan and Burch stated that this is what they are doing.

Supervisor stated no that the board was voting a bunch of loose pages in a board packet.

Trustee Burch restated that the policy is that the newsletter gets put together and that the board has designated Trustee Black to review it and bring the total package to the board to approve. The board all agreed on this policy.

22. Review and Possible Action of Township Expense Policy

Supervisor stated that this agenda item was added by Trustee Black and that the Supervisor had no back-up and apologized to the board for that.

Trustee Knudtson stated that current Township procedure allows the Supervisor a \$500 a month expense limit, which the Trustees said was for emergencies. The opportunity for person who is CEO and CFO to have unchecked access to the checkbook is a lack of checks and balances. This often draws question from the board to the Supervisor. The process of the person holding the money should be different from the person spending the money. Trustee Knudtson stated that maybe this authority to go to an elected official and it would be up to them to authorize expenditures. Trustee Knudtson suggested that the Clerk would be the logical choice because she is in the office so much.

Supervisor Tinerella wanted an example of just what expenses did she expend that should of had board approval?

Trustee Black's motion that the policy of allowing the Supervisor to spend up to \$500.00 per month without board approval be revoked and that the Township Clerk be given the authority to spend up to \$500.00 per month for emergency expenditures or petty cash necessary for the Township.

Attorney stated that the Clerks function was not as an auditor and that the board was the auditors of the bills and that the Clerk was not bonded.

After a long discussion of changing the policy of authorizing the \$500.00 expenditures for the Supervisor, Trustee Knudtson withdrew his second and the motion was dropped and not voted on.

23. Executive Session Meeting Minutes –consideration and possible action to approve and release minutes from 5/13, 6/10, 7/08/04

Due to the late hour of the meeting the approval of the minutes were tabled.

Assessor Hoffman asked the Supervisor why was the administrator being paid three full pay checks when she has not been working and the Supervisor stated that the bookkeeper has not been working and that the Supervisor herself has had to do the work. It is in the employees handbook, that employees are suppose to show up to work and work full time hours. The Assessor wants to know if this employee is on disability at this time from either IRMF or Humana and receiving paychecks from the Township.

Trustee Burch wanted to know what is the policy for sick leave?

Assessor Hoffman stated that you have twelve days a year and you earn them every month.

Supervisor Tinerella stated that maybe the Highway Commissioner could explain the roll over sick time coming from his bus driver.

The Highway department has a policy that if an employee has sick time left from the past year they can be used for major medical.

Supervisor Tinerella stated that all employees should be treated the same.

Assessor Hoffman stated that her employees have been at work every day and the bookkeeper has not and she is receiving greater compensation than her staff. This is a valid question and the Assessor would like an answer.

Supervisor stated she would have to look at the records.

Assessor Hoffman asked the Board to look in to this problem because otherwise her staff will go home and get full time benefits.

Trustee Burch asked Trustee Black to investigate this problem and report back to the board.

Supervisor Tinerella stated that on your paycheck stub you have time that is left for vacation and sick pay and that keeps getting charged against it until those clocks go to zero.

24. Motion(s) to take action on items discussed in executive session

There was no action required from executive session.

25. Adjournment

5th MOTION: Trustee Burch's motion to adjourn at 10:45p.m., seconded by Trustee Sullivan. Roll Call: Trustees Burch, Sullivan, Black, Knudtson and Supervisor Tinerella all voted aye and the motion carried 5 to 0.

LUCY PROUTY ELA TOWNSHIP CLERK